

5 December 1960

MEMORANDUM FOR: Director of Security

SUBJECT : Clearance of Congressional Employees

1. At the present time we do not have a formalized system for the clearance of congressional employees. Our system is simply to try to obtain some biographical data concerning the employee and then discreetly run name checks. As a rule, we develop very little information on our own initiative except in those cases where Department of Defense has run an investigation. Department of Defense, under George Gould, has an established system where they formally clear congressional employees. The Department of Defense Congressional Liaison Officers request the congressional employee to complete a Personal History Statement, as per the attached, and a limited investigation is then conducted. The Congressional Staff Officers inform whether or not the individual has been approved to receive DOD classified information.

2. It is proposed that we adopt the same system using the DOD form. In the event DOD has already issued a clearance, we would use their clearance, but in the absence of any known clearance we could ask [redacted] to have the congressional employee complete the Personal History Statement and we will then run our own investigation. It appears that a number of congressional employees will be considered for clearance purposes and we need a system to meet a new group likely to be proposed for clearance.

3. If you concur, we can prepare a memorandum setting forth the system which should be approved by the DCI and if approved, will serve as the guide line for [redacted] to put the system into effect.

COG	6	REV DATE	22 Apr 60	BY	02
ORIG CUMP	31	OPI	31	TYPE	02
ORIG CLASS	S	REV CLASS	1	REV CLASS	S
JUST	2	NEXT REV	20/0	AUTH	NR 10-2

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Deputy Director of Security

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Concur.  
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Attachment: